



SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਠੂ Bienvenidos 환영합니다

Out of School Care Supervisor Job Posting (Internal/External)

Job Overview

South Vancouver Neighbourhood House (SVNH) is seeking an energetic, passionate and creative Out of School Care (OSC) Supervisor to lead an offsite OSC program licensed for 30 children.

Role and Responsibilities

- Responsible for the leadership, supervision and administration of the OSC program.
- Lead the team in planning, developing, evaluating and implementing an emergent curriculum that is inclusive and developmentally appropriate.
- Work collaboratively with the childcare leadership team.
- Ensures the program follows the Vancouver Coastal Health Childcare Licensing standards and SVNH program policies and procedures.
- Builds and maintains collaborative relationships with the children, families, colleagues and community service providers.
- Mentor and coach staff and supervise practicum students and volunteers.
- Assist in leading SVNH Childcare fundraising projects.
- Participates in ongoing internal and external professional development.

Qualifications and Skills

- Passion in working with school age children.
- An eagerness to work as part of a collaborative, supportive and dynamic team in a non-profit and volunteer-based organization.
- Minimum 1 year of experience working in a licensed childcare or recreational setting with school age children in a leadership role.
- ECE License or Responsible Adult for School Age Certificate or equivalent.
- Special Needs ECE License to Practice or equivalent training and experience an asset.
- Valid First Aid & Food Safe. Clear Criminal Record upon hire required.
- Class 4 Drivers License.
- Knowledge of the BC Early Learning Framework.
- Sound knowledge of child development and experience working with children with special needs.
- Strength in building and maintaining collaborative relationships with the children, families, colleagues, and other community members.
- Strong leadership, planning, communication and organizational skills.
- Able to multitask and problem solve.
- Experience with Microsoft Office 365.

Building Better Neighbourhoods Together Since 1977





SOUTH VANCOUVER NEIGHBOURHOOD HOUSE

6470 Victoria Dr., Vancouver, BC V5P 3X7 ph: 604-324-6212 fax: 604-324-6116 website: www.southvan.org

Welcome Bienvenue Chào mừng Quý Vị ਜਮਾਇਆ ਠੂ Bienvenidos 환영합니다

- Value and enjoy working in a diverse and inclusive environment.
- Second language in Cantonese, Mandarin, Tagalog, Punjabi, or Hindi an asset.

Employment Terms

- Job Type: Full Time, Monday to Friday, 35hrs/week
- Start Date: ASAP
- Salary: \$23.97/hr plus \$4/hr ECE Wage Enhancement (if eligible)
- Benefits: Excellent benefit package, paid sick time, medical, extended health, dental, pension plan and exceptional professional development opportunities.

To Apply:

The Association of Neighbourhood Houses of BC is an equal opportunity employer. We place a high value on diversity and encourage qualified individuals from all backgrounds and identities to consider applying for the position. Our total compensation and benefits package reflect our commitment to our staff and their family. All qualified individuals are encouraged to apply, with subject line "Out of School Care Supervisor - SVNH" by 5pm, by December 3, 2021, in confidence to:

Jeanette Wong, Childcare Director
6470 Victoria Drive
Vancouver, BC V5P 3X7
jeanette@southvan.org

We thank and acknowledge all applicants and will proactively contact only those selected for interviews.

Building Better Neighbourhoods Together Since 1977

